

For the month of _____, _____

[illegible]

- ## MONTHLY TOTALS

(See leave code explanations on back)

| V | S | H | OTE | CTT | F | C | M | LWP | TPANR | TPON | |
|---|---|---|-----|-----|---|---|---|-----|-------|------|---|
| | | | | | | | | | | 1 | 2 |

Judge Signature _____

Leave Codes:

See the Nebraska Supreme Court Personnel Policies and Procedures handbook for the following leave explanations:

V=Vacation
F=Funeral

S=Sick
M=Military

H=Holiday
C=Civil

Other Codes:

OTE=Overtime Earned CTT=Compensatory Time Taken LWP=Leave Without Pay
TPANR=Transcript preparation/attendance not required
TPON=Transcript preparation/on site
 (1) Judge request (Rule 3A)
 (2) Other party request (Rule 3B and C)

Code Definitions:

OVERTIME EARNED (OTE) - Time worked in excess of the designated work week. Paid leave time (vacation, sick, etc., with the exception of holiday leave), time when the reporter's presence is not required, and leave without pay for freelance work, shall not be considered as hours worked. An employee must work, not just get paid for, 40 hours of required work during the designated work week before any time can be considered as overtime.

COMPENSATORY TIME TAKEN (CTT) - Time taken off from work, earned at a time and one-half basis, as a result of overtime (as defined above).

LEAVE WITHOUT PAY (LWP) - Time taken off during the designated work day required to engage in freelance activity other than transcription preparation pursuant to Rule 3B and C.

TRANSCRIPT PREPARATION/ATTENDANCE NOT REQUIRED (TPANR) - Any time spent during the normal working hours as described in Rule 11B(3)(ii) engaged in the preparation of transcription pursuant to Rule 3B and C.

TRANSCRIPTION PREPARATION/ON SITE AND ATTENDANCE REQUIRED (TPON) - Any time spent during the normal working hours as described in Rule 11(b)(3)(i) engaged in the preparation of transcription pursuant to Rule 3A, B, or C.

Note: Include either (1) or (2) below when recording this code:

- (1) Judge request (Rule 3A)
- (2) Other party request (Rule 3B and C).

Other Information:

DESIGNATED WORK WEEK - 8:00 a.m. on Monday to 8:00 a.m. the following Monday.

DESIGNATED WORK DAY - The normal daily work schedule that has been set for the reporter by the judge.